

MEMORANDUM

DATE: July 19, 1996

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: 96-038

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Employee Relations Officers
Departmental Mentor Coordinators

FROM: Department of Personnel Administration
Office of the Director

SUBJECT: Executive Order W-132-96 (Mentoring)

CONTACT: Gloria Moore Andrews
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This memo only applies to managers, supervisors, confidentials, and other employees excluded from collective bargaining. The Department of Personnel Administration (DPA) will be proposing a similar policy for rank-and-file employees at the bargaining table. Until we reach agreement with the unions, rank-and-file employees are not covered by this policy.

The Governor signed Executive Order W-132-96 (copy attached) on April 3, 1996, directing State agencies, departments, boards, and commissions to allow and encourage employees to engage in mentoring activities. Mentoring activities include structured, one-to-one relationships which are focused on the needs of at-risk children or youths (Grades K-12) organized through a bonafide mentoring organization.

Eligible excluded employees may receive up to 40 hours of "mentoring leave" per calendar year to participate in mentoring activities once they have used an equal amount of their personal time for this activity. "Mentoring leave" is paid leave time which may only be used by an employee to mentor. This leave does not count as time worked for purposes of overtime. "Mentoring leave" may not be used for travel to and from the mentoring location.

In order to be eligible for "mentoring leave," an employee must:

1. have a permanent full-time appointment;
2. have successfully completed the probationary period for their current position; and

3. have committed to mentor a child or youth through a bonafide mentoring organization for a minimum of one school year. (Most programs are aligned with the child's normal school year; however, there may be some that are less or more. Department management may make exceptions to the one school year commitment based on the mentor program that is selected.)

In addition, an employee is not eligible to receive "mentoring leave" if:

1. he or she is assigned to a "post" position in the Department of Corrections or the California Youth Authority; or
2. he or she works in a level of care position in the Departments of Developmental Services and Mental Health or its equivalent in the Departments of Education and Veterans' Affairs.

While 24-hour care personnel and post position employees are not eligible for "mentoring leave," it is strongly encouraged that they participate in mentoring activities.

An employee must use an equal number of hours of his or her personal time (approved annual leave, vacation, personal leave, personal holiday, or CTO during the work day and/or personal time during non-working hours) prior to requesting "mentoring leave." For example, if an employee requests two hours of "mentoring leave," he or she must have used two verified hours of his or her personal time prior to receiving approval for the "mentoring leave." "Mentoring leave" does not have to be requested in the same week or month as the personal time was used. It does, however, have to be requested and used before the end of the calendar year.

"Mentoring leave" approvals shall be subject to verification of time spent mentoring from the bonafide mentoring organization. Approval of requests are also subject to operational needs of the State, budgetary limits, and any limitations imposed by law. Other leaves (e.g., vacation, annual leave, personal leave) requested by employees to mentor are subject to the same approval requirements in existing departmental policies.

Attached are "Guidelines for Identifying Bonafide Mentoring Organizations." This will assist you in determining whether an organization is bonafide or not. If you have any additional questions regarding bonafide mentoring organizations, staff at the Mentor Resource Center, Department of Alcohol and Drug Program, can help you at 1-800-444-3066.

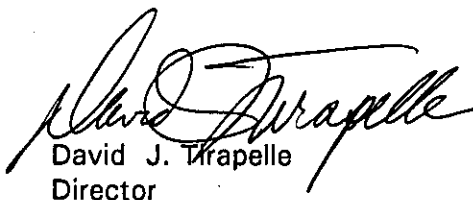
The Governor has directed each Department Director to develop an action plan outlining their mentoring goals by August 1, 1996. Part of the action plan must include how mentoring results will be measured, including the number of employees engaged in mentoring and the number of hours mentored. Developing a system to track the use of "mentoring leave" will enable you to identify some of the hours utilized for this purpose. Although Workweek Group (WWG) 4C employees are not required to maintain an hourly accounting of their time, we believe that in order to track the success of the State's mentoring efforts, WWG 4C employees must be required to record their use of "mentoring leave" even if the leave is utilized in less than eight-hour increments. Departmental processes for implementing the use of "mentoring leave" for non-represented employees must be in place no later than January 1, 1997. However, it is strongly recommended that a process be in place this fall to coincide with the mentor recruitment and training efforts that are anticipated to take place.

The State Controller's Office Automated Leave System will be able to record employees' use of "mentoring leave." This will make it easier for departments that use the system to retrieve information regarding "mentoring leave" usage.

Please note that this program is not the same as the program outlined in the Family School Partnership Act which allows State employees to use 40 hours of accrued leave time each calendar year to participate in the school activities of their own children (PML Memo 95-026).

Again, DPA's Labor Relations Division will be working with exclusive representatives to allow rank-and-file employees to be eligible to receive "mentoring leave." When agreements are reached, you will be notified. Until that time, any current policies you may have in place for rank-and-file employees shall continue. Although only excluded employees are eligible to receive "mentoring leave," rank-and-file employees should also be encouraged to participate in departmental mentoring programs.

If you have any questions regarding the use of "mentoring leave" or the progress of bargaining regarding "mentoring leave," please contact Gloria Moore Andrews, Labor Relations Officer.



David J. Trapelle
Director

Attachments



EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA



EXECUTIVE ORDER W-132-96

WHEREAS, California suffers from a crisis of juvenile crime, adolescent alcohol and drug use, academic failure, and teenage and out-of-wedlock pregnancy; and

WHEREAS, the facts demonstrate that a child who is not raised by both parents is more likely to become a juvenile delinquent, a teen parent, a school drop out, a recipient of public assistance, or an alcohol and drug addict than a child born to a married couple; and

WHEREAS, there is nothing better for keeping kids out of trouble than the love and active concern of both the child's mother and Father. But in the absence of both parents, society -- all of us -- must see to it that kids receive the love and discipline, the nurturing and guidance that they need to become healthy, productive adults; and

WHEREAS, there are an estimated 78,000 children on waiting lists to be mentored and only 65,000 to 70,000 individuals in California currently engaged in mentoring youth; and

WHEREAS, a Public/Private Ventures study of the Big Brothers/Big Sisters program found that children who are mentored were less likely to initiate drug and alcohol use, to hit someone, and to skip school, and were more likely to show academic gains than the control group; and

WHEREAS, given the effectiveness of mentoring in helping young people, the State of California proposes to recruit, train, and place 250,000 mentors for at-risk children and youth by the year 2000; and

WHEREAS, state government currently engages in and promotes mentoring on a limited basis through programs at the California Conservation Corps, the Department of Alcohol and Drug Programs, the Department of Community Services and Development, the Department of Corrections, the Employment Development Department, the Franchise Tax Board, the Office of Child Development and Education, and the Lottery Commission; and

WHEREAS, the Administration has proposed \$15 million in state funding to promote and support mentoring activities for the 1996-97 Budget year; and

WHEREAS, although public resources are important, government has a role, but can be only a part of the response required of society to meet the challenge of expanding the number of caring, adult mentors; and

PAGE TWO

WHEREAS, creating a state level council comprised of the private sector, community-based organizations, and other community leaders to partner with government to highlight the need for mentors and encourage Californians to volunteer their time to help at risk children and youth is critical to the goal of recruiting 250,000 mentors;

NOW, THEREFORE, I, PETE WILSON, Governor of the State of California, by virtue of the power and authority vested in me by the Constitution and statutes of the State of California, do hereby issue this order to become effective immediately:

1. Executive Order W-125-95 is rescinded in its entirety.
2. The California Mentor Council is created and shall be appointed by the Governor from representatives from business, the entertainment industry, community-based organizations and public entities. The Council shall:
 - A. Develop and implement a multi-year strategic plan to recruit, place, and train 250,000 mentors for at-risk children and youth by the year 2000;
 - B. Increase public awareness of the need for mentors and the benefits of mentoring enlisting the expertise and participation of the entertainment industry and media;
 - C. Recruit new mentors by assisting existing organizations to engage in replicate, or expand the reach of their mentoring effort;
 - D. Identify the most effective incentives to expand mentoring, including, but not limited to, ways in which government can promote mentoring in the private sector through tax incentives and media awareness campaigns;
 - E. Determine the viability for establishing a nonprofit organization to promote and expand mentoring;
3. State agencies, departments, boards, and commissions are directed to allow and encourage employees to mentor at risk children and youth and are hereby authorized to grant employees up to forty hours per year of compensated time to participate in mentoring activities during working hours, subject to the operational needs of the State, budgetary limits, limitations contained in Section 5, and any limitations imposed by law. Mentoring activities are defined as mentoring at-risk children and youth through a bonafide mentoring organization.
4. State employees must match any compensated time provided under Section 3 with their own personal time.
5. Due to public safety, public health care needs, and budgetary limitations, Department of Corrections and California Youth Authority "post" employees, as well as employees in state 24-hours care facilities, are excluded from compensatory time provisions of Section 3. These employees are encouraged to become mentors during non-working hours.
6. The Department of Personnel Administration is directed to meet and confer with employee organizations regarding the implementation of Section 3 as required by law.
7. The Department of Alcohol and Drug Programs is directed to disseminate a list of bonafide mentoring organizations to enable state government to comply with Section 3.
8. The University of California, the California State University, and the California Community Colleges are requested to comply with Section 3.

PAGE THREE

9. The Superintendent of Public Instruction is requested to comply with Section 3.
10. The Mentor Resource Center is directed to serve as a central point of contact for state agencies and the general public for the dissemination of mentoring information. The Center shall maintain a data base for mentor program referrals, a toll-free telephone line for public inquiries regarding mentoring, and Internet access to its resources.
11. The California Conservation Corps is directed to expand the "Ambassadors Program" which trains second year corpsmembers to promote mentoring in local communities throughout the State.
12. The California Youth Authority is directed to expand both the "Young Men and Fathers" and "Preparing for Positive Parenting" programs at all institutions, camps, parole offices, and residential drug treatment programs by December 31, 1997.

IN WITNESS WHEREOF I have hereunto set my hand
and caused the Great Seal of the State of
California to be affixed this 3rd day of
April 1996.

Pete Wilson
Governor of California

ATTEST:

Bill Jones

Secretary of State





Guidelines for Identifying "Bonafide Mentoring Organizations"

For the purposes of implementing the provisions of Executive Order W-132-96, a "bonafide mentoring organization" may generally be defined as an organization whose function includes mentoring services for children and youth. "Mentoring services" include structured, one-to-one relationships which are caring and supportive and which are focused on the needs of the mentored participant. In addition, a new concept is "team mentoring" whereby several adults work together to mentor an individual young person.

This definition may be used as a guideline by state agencies when drafting policies regarding the participation of state employees in community mentor service programs.

One of the most important services provided by a bonafide mentor program is that it conduct an eligibility screening for prospective mentors that includes an application process and a face-to-face interview. **Thorough background checks for all potential mentors should be conducted through methods that may include some of the following: character references, child abuse registry checks, driving record checks and, where legally permissible, fingerprinting and criminal background checks.**

The most common methods for conducting background checks are through the services of local law enforcement agencies and the California Department of Justice. Each of these agencies may have differing procedures, costs, and timelines for this service.

State department mentor program coordinators may wish to verify the participation of employees in local mentor programs. An attached form letter is provided as an example that also provides a method of acquiring mentor participation data.

Departments are encouraged to refer their employees to community mentor programs that provide for screening and background checks. However, if employees are able to establish their own linkages with a young person in need, it is recognized that this is a valuable mentoring relationship. In the event that a department prefers to design its program whereby it will directly match employees with mentors, or where employees arrange their own matches, the department must ensure that provisions are made for employee screening and background reviews.

